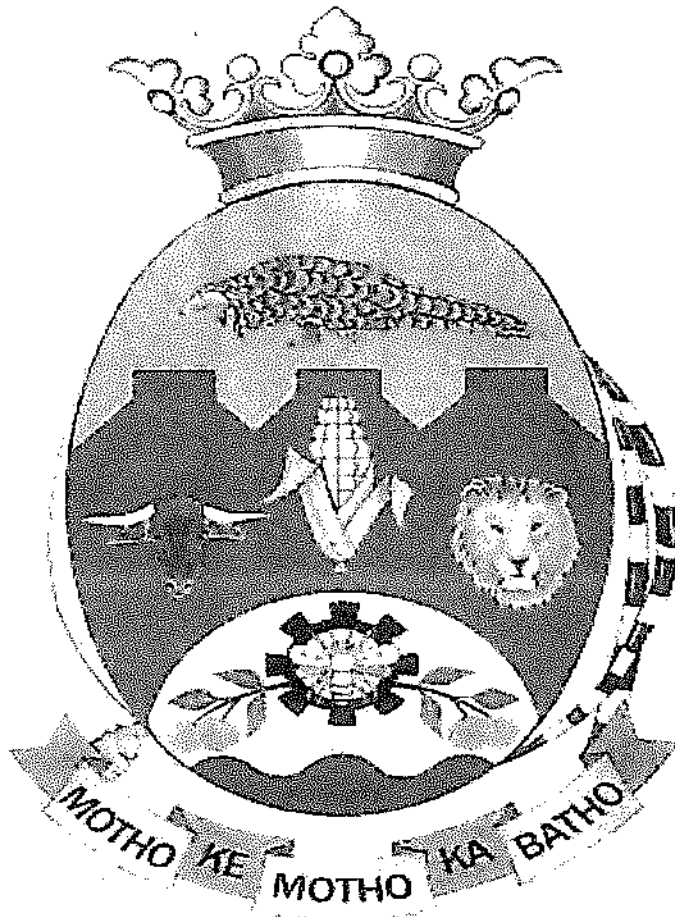


# LEPELLE NKUMPI LOCAL MUNICIPALITY



## RECRUITMENT AND SELECTION POLICY 2022/2023

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## **1. PREAMBLE**

The ability to identify and attract talented persons who would add value to the Municipality is depended on the overall recruitment and selection process followed in the Municipality. It is imperative that proper recruitment channels and strategies are followed to ensure that talented persons are identified and attracted in order to allow an inflow of new ideas and perspective into the Municipality. The department shall appoint and develop people with potential at all levels, drawing on the best skill available from within the relevant Labour market.

Internal employees shall be given prior consideration for job appointments in line with their career paths and progression. In strategic position the Executive Council shall decide on the incumbent of the post in line with Municipal Systems Act, of 2000 as amended. The selection process, inclusive of the short listing panel, interview panel and the final selection of the candidate to be appointed, is critical as this determines the person to ultimately join the Municipality.

The municipality considers itself an Equal Opportunity Employer and thus aims to eliminate all forms of unfair discrimination in the recruitment and selection process. The policy shall address the appointment of persons from designated groups who can play a pivotal role in the future success of the Municipality. In order to facilitate this, the guidelines laid out in this policy shall be strictly adhered to.

## **2. PURPOSE AND OBJECTIVES**

- 2.1 To establish uniform, transparent, fair and sound recruitment procedures and practices
- 2.2 Strengthen the capacity of municipality to perform their functions through recruitment and appointment of suitably qualified and competent persons; and
- 2.3 Ensure an accountable local public administration that is responsive to the needs of local communities;
- 2.4 Ensure that high standards of professional ethics are fostered within local government;
- 2.5 Establish a coherent HR governance regime that will ensure adequate checks and balances, including enforcement of compliance with the legislation.
- 2.6 To objectively evaluate the applicants suitability for a post in the municipality
- 2.7 To give effect to the principles of equal employment opportunity and affirmative action.
- 2.8 To attract competent and suitably qualified applicants for a vacant post.

- 2.9 To provide measures for a fair and just selection process for candidates to be interviewed.
- 2.10 To provide a procedure for appointment of a successful candidate.
- 2.11 To set out procedures for handling unsuccessful applications.
- 2.12 To provide a framework for managing probation of a newly appointed employee.

### **3. SCOPE OF APPLICATION**

**This policy shall apply:**

- 3.1 To individuals who are defined by Chapter One of Basic Conditions of Employment Act 75 of 1997 as employees of the Municipality;
- 3.2 To any member of the public who, by virtue of his or her application for employment in the Municipality, who happens to be classified as an applicant or candidate;
- 3.3 To all formally established and non-established posts of the Municipality;
- 3.4 Interns.

**This policy shall not apply to:**

- 3.5 Employments of casual labourers and skilled employees who are required to work for not longer than three (3) consecutive months;
- 3.6 The employment of a job learner or experiential trainee; unless the learner ship stipulates otherwise.
- 3.7 The employment of the Municipality's bursary holders who are required to work for the Municipality as per their respective contracts with the Municipality;

### **4. LEGISLATIVE FRAMEWORK**

- 4.1 Constitution of the Republic of South Africa
- 4.2 Municipal Structures Act, of 2000
- 4.3 Local Government Municipal Systems Act, 32, 2000 as amended
- 4.4 Employment Equity Act, Act No 55 of 1998
- 4.5 Labour Relations Act, Act No 66 of 1995
- 4.6 Basic Conditions of Employment Act, Act No. 75 of 1997
- 4.7 Regulation on Municipal Staff Establishment

## 5. DEFINITIONS

In this policy, unless the context indicates otherwise:-

- 5.1 **"Candidate"** means an applicant for a post.
- 5.2 **"Council" in terms of the Structures Act.**
- 5.3 **"Municipality"** means the Lepelle- Nkumpi Local Municipality.
- 5.4 **"Recruitment"** means the activities undertaken in the Human Resources Management in order to attract sufficient job candidates who have the necessary potential, compliances and traits to fill job needs and to assist the municipality in achieving its objectives.
- 5.5 **"Reference check"** means the gathering of information about candidates past history from people with whom such candidate has been associated.
- 5.6 **"Selection"** means the process of making decisions about the matching of candidates taking into account individual differences and the requirements of the job.
- 5.7 **"Suitably Qualified person"** means any one of , or any combination of that person/s.
- A .Formal qualifications
  - B . Prior Learning
  - C. Relevant Experience
  - D. Capacity to acquire, within a reasonable time , the ability to do the job
- 5.8 **"Vacant Position"** means a position that is in the approved establishment plan, which is vacant/ or has become vacant as a result of resignation, death, retirement, dismissal, demotion, promotion, transfer or medical boarding.
- 5.9 **"Family member"** is considered to be mother, father, husband, wife, child, brother, sister or any of the preceding as a family member by marriage ("in-law")
- 5.10 **"Existing positions"** An existing position is a permanent position that appears on the organogram of the Municipality and which has become vacant as a result of resignation, disciplinary action, retirement, death, disability or transfer of the previous incumbent.
- 5.11 **"New positions"** is a permanent position that did not exist previously and shall, after approval thereof by council added to the organizational structure.
- 5.12 **"Temporary positions"** is a position that is required due to unforeseen circumstances and which will be filled for period not exceeding twelve months. Such a position shall be created and filled on approval by Municipal Manager.
- 5.13 **"Contractual Positions"** is a position that requires the employment of an individual on a period exceeding three (3) working days, but not a permanent basis. The creation of

such a position shall be dictated by the organizational requirement and shall be created and filled on approval by Municipal Manager.

5.14 **"Friend"** a person you like being with and who helps and supports you.

5.15 **"Relative"** a member of your family

## 6. PRINCIPLES

6.1 Employment practices shall ensure employment equity, fairness efficiency and the achievement of a representative workforce. Affirmative action policy shall be used to speed up creation of a representative and equitable work force and to give practical support to those who have been previously disadvantaged by unfair discrimination to enable them to fulfill their maximum potential.

6.2 Plan within its available budgeted funds for the recruitment, retention and development of human resources according to its specific needs.

6.3 Human resource plan must be aligned to the municipality's integrated development plan, budget, employment equity plan, skills development strategy and workplace skills plan.

6.4 Employment practices should maximize flexibility, minimize administrative burdens on both employer and employee and generally prevent waste and inefficiency.

6.5 All vacancies shall be open to all applicants irrespective of race, gender, religion, political opinion, ethnic or social origin, sexual orientation, age, disability, culture, language, marital status or any other arbitrary ground.

6.6 The recruitment and selection policy should be linked to succession planning and as such internal recruitment shall take precedence over external recruitment, except where specific qualities are required in line with transformation of the Municipality.

6.7 The selection criteria shall be objective based on the inherent requirement of the job and consistently applied.

6.8 The Municipality shall not approve the appointment/ promotion of an applicant who doesn't meet the requirement of the post, even if he/she had demonstrated potential.

6.9 A vacant post on the staff establishment may not be filled unless—

6.10 approval has been granted to fill the post; and

6.11 the post is budgeted for:

- fill funded vacancies; and
- reduce turnaround times for filling of approved vacant funded posts;
- fill all funded vacant posts on the staff establishment within six months of a funded post becoming vacant.

- at all times have the capacity and capability to perform its functions.
- The strategy must include timeframes for the various activities included in the recruitment and selection processes.

- 6.12 new appointees from level 0 to level 12 will be subjected to vetting.
- 6.13 Non-job related qualification and higher than necessary qualification such as educational degrees, linguistic abilities or length of service shall not be used to justify selection of a person from an advantaged group over a person from a disadvantaged group.
- 6.14 Foreign national with a valid work permit who meet the relevant competencies, qualifications and experience will be appointed only if the South Africa Market cannot provide such expertise but priority will be given to local residents.
- 6.15 New employees shall be appointed on a permanent, fixed term, temporary contract basis, either full time or part time.
- 6.16 No person under the age of 16 years and above 56 years shall be appointed in a post.
- 6.17 Casual employees as defined in the Basic Condition of Employment Act may be appointed for a period no exceeding 12 month
- 6.18 The disclosure of the new appointee's health status shall only be required if it is an inherent requirement of the job.

## 7. RECRUITMENT

### 7.1 Pre-recruitment requirements:

7.1.1 The following documentations are needed before the Municipality may start the recruitment process:

- Approved organogram
- Recruitment and Selection Policy
- Approved job description.
- Job graded by the Job evaluation committee
- Council resolution in the case of Municipal Manager and Executive Managers.
- Approved qualification/skills and experience requirements
- Existing and funded vacancy
- Employment Equity Plan

### 7.1.2 Human Resources must ensure that:

7.1.2.1 All applications are received, stamped and recorded; and all applications must be on the application form attached to this policy as "Annexure A"

- 7.1.2.2 All necessary documentation has been clearly authorised according to the delegated Powers;
- 7.1.2.3 Job description, job levels, qualification and experience requirements are correctly stated
- 7.1.2.4 Salary scales are correctly indicated;
- 7.1.2.6 The post is funded and vacant.
- 7.1.2.6 All appointments are made in accordance with the target setting in terms of the Employment Equity Act.
- 7.1.2.7 **Job is evaluated by Job evaluation Committee**
- 7.1.2.8 **Inherent requirements of the job; Summary of the core functions;**
- 7.1.2.9 **Where applications must be sent;**
- 7.1.2.10 **place where applicants can obtain the application form;**
- 7.1.2.11 **contact person;**
- 7.1.2.12 **where necessary, the need to undergo screening and vetting; and**
- 7.1.2.13 **Closing date for submission of applications.**
- 7.1.2.14 **need for signing an employment contract and, where applicable,**
- 7.1.2.15 **a performance agreement and disclosure of benefits and interest;**
- 7.1.2.16 **address**

## **7.2 Advertisement**

7.2.1 The information in paragraph 7.1.2 shall form the basis for the advertisement and all advertisements shall clearly state the relevant job level qualification and experience requirements, as well as application procedures together with closing dates for the receipt of application

7.2.2 A municipality may appoint a recruitment agency to undertake the recruitment processes including –

- response handling;
- compilation of—
  - long list of all applicants who applied for the advertised post;
  - preliminary list of applicants who meet the requirements;
- list of applicants who do not meet all requirements but have the potential; and
- list of applicants who do not meet the requirements: Provided that the advertising and recruitment procedures comply with the Regulations. The recruitment agency shall not undertake the selection process.
- An advertisement may be utilised to create a pool of potential candidates valid for a period not exceeding six months from the date of advertisement to fill any other vacancy in the relevant municipality if—
- the job title, core functions, inherent requirements of the job and the salary level of the other vacancy is the same as the post advertised; and
- the recruitment process contemplated in these Regulations has been complied with.



7.2.3 All vacancies shall be advertised internally within the municipality via social media and print media platforms for a period of **(Seven) working days** and thereafter selection process unfold if there is no suitable candidate internally, the positions be advertised externally for a period of **(Seven) working days**. The advertisement be presented to Local Labour Forum prior advertisement

7.2.4 Post of the salary level 01 and higher shall be advertised in the newspaper(s) to reach the entire pool of potential applicants, especially historically disadvantaged persons. The cost applications will be taken into account when selecting a newspaper. Adverts will run for the period of 2 weeks.

a) The post of salary level 01 shall be advertised nationally to attract a pool of candidates nationwide

b) Select from a pool of candidate a suitable person who complies with the prescribed requirements for appointment to the post

c) The municipal council must re-advertise the post if there is no suitable candidate who complies with the prescribed requirements

7.2.5 The advert will be free of reference to discriminatory phrases. The language and style of the advert shall be clear, simple and be such that it attracts candidates from all sections of the target group.

7.2.6 The advertisement shall specify the number of posts to be filled, the post requirement, the key performance Areas as well as any other pertinent criteria (competencies, security clearance, legal requirement, etc.).

7.2.7 The advertisement should communicate the Municipal commitment to employment equity and that application from designated groups will be considered.

7.2.8 All advertisements shall be circulated internally by placement on designated notice boards.

7.2.9 The organizational targets, inter alia, shall determine whether recruitment activities are Internal or external or both.

7.3.0 The Municipal Manager and Executive Manager or his/ her delegate shall identify a vacant post in his component/ department. A Memorandum shall be prepared for the Municipal Manager to approve the filling of the vacant post.

## **8. SELECTION**

## **8.1 General Principles governing selection**

- 8.1.1 Selection criteria shall be objective and related to the essential requirement of the job and realistic future needs of the Municipality.
- 8.1.2 The central guiding principle for selection shall be competence in relation to the essential requirements of the job provided that selection shall favour, as determined by the target, suitably qualified applicant as defined in Section 20(3) of the Employment Equity Act.
- 8.1.3 Unless formal or statutory qualifications are clearly justified as essential for the job, relevant experience/ performance, training (internal/ external as reflected and measured through competencies, and potential for the prospective vacancy, shall be an important criterion.
- 8.1.4 Canvassing by job applicants or any other person on behalf of job applicants, for the posts within the Council's service is prohibited and evidence thereof will disqualify the applicant's application for consideration for appointment.
- 8.1.5 Deviation from academic requirement may not be accepted where legal requirement should be met and after placement of recruitment advertisement.
- 8.1.6 All applications should be in the possession of Human Resources before or on the closing date, and the record of such application forms shall be maintained by Human Resources.
- 8.1.7 An applicant for a post must disclose—
- his or her qualifications and experience;
  - his or her contactable references;
  - his or her registration with a relevant professional body, if applicable;
  - full details of any dismissal for misconduct or substandard performance; and
  - any disciplinary actions, whether pending or finalised, instituted against the applicant in his or her current or previous employment.
- 8.1.8 Any misrepresentation or untruths will lead to the disqualification of that application
- 8.1.9 Shortlisting panel members to sign an oath of secrecy.
- 8.1.10 Labour to be invited a week before the short listing / interview, if they fail to attend the process will continue in their absence
- 8.1.11 Labour to make a written presentation in case of any grievance/dispute.

- 8.1.12 Dispute lodged during the interview will not stop the process.
- 8.1.13 The appointment will be halted until the dispute/grievance has been resolved.
- 8.1.14 Interviews dates will be confirmed a week before the interviews
- 8.1.15 Successful candidates will be notified within 3 days after approval of appointment by the Accounting Officer.
- 8.1.16 Ratio of candidates to be shortlisted should be a minimum of 2 candidates internally for level 7-12 and a minimum of three candidates for level 2-6 positions internally and a maximum of 6 candidates externally at all levels.
- 8.1.17 Labour to be invited a week before the short listing / interview, if they fail to attend the process will continue.

## 8.2 Selection panel

- 8.2.1 The short listing and interview panel for top and senior management shall comprise of at least three members consisting of employees of grading higher than the post to be filled and /or persons from outside the Municipality but not exceeding 2 in cases of Senior Management posts, preferably within Capricorn District Municipality and Labour. A municipal council must appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager.
- 8.2.2 Council shall nominate the names of Councilors and officials that will constitute the short listing and interview panel for positions of Municipal Manager and Managers reporting to the Municipal Manager as per the criteria set out below. the selection panel for the appointment of a municipal manager must consist of at least three or not more than five members, constituted as follows:
  - a) the mayor, who will be the chairperson, or his or her delegate
  - b) a councilor designated by the municipal council, and
  - c) at least one other person, who is a councilor or a staff member of the municipality, who has expertise or experience in the area of the advertised post.
- 8.2.3 The Municipal Manager shall nominate the names of officials that will constitute the short listing and interview panel for each advertised post from level 2 downwards, as per the criteria set out below:
  - 8.2.3.1 The selection panel must comprise of at least 3 - 5 members.
  - 8.2.3.2 The chairperson of the panel must be the supervisor or a staff member
  - 8.2.3.3 Employed at least one job grade higher than that of the advertised post.
  - 8.2.3.4 The composition of the selection panel, must have regard to the following considerations:

- the nature of the post;
- the gender and race balance of the panel; and
- the skills, expertise, experience and availability of the persons to be involved.

8.2.4 The head of human resource or his or her delegate must facilitate and provide advisory services during the selection process to ensure compliance with the Regulations.

8.2.5 A staff member delegated to provide secretarial services during the selection process may not form part of the selection panel.

8.2.6 The short listing and interview panel for the different levels is to be established as follows:

**8.2.6.1 Municipal Manager Position (Level 0)**

The selection hereof will be as per Council resolution taking into account the following criteria as stipulated in the Regulations for Senior Managers.

- a) Mayor (Chairperson)
- b) Councillor designated by Municipal Council
- c) Municipal Manager from CDM and officials from Provincial Departments & other Municipalities
- d) Secretariat (HR)
- e) Representative from Labour shall be invited as observers
- f) Employment Equity Representative

**8.2.6.2 Executive Manager Post (Level 1)**

- a) Municipal Manager (Chairperson)
- b) Relevant Portfolio Chairperson
- c) Municipal Manager, Officials from Provincial Departments & other Municipalities
- d) Secretariat (HR)
- e) Representative from Labour shall be invited as observers
- f) Employment Equity Representative

**8.2.6.3 Manager Post (Level 2)**

- a) Executive Manager (Departmental)
- b) 2x Executive Manager from other Department
- c) Representative of Labour shall be invited as observers
- d) Secretariat
- e) Employment Equity Representative

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#### 8.2.6.4 Posts (Level 3- 5)

- a) Executive Manager (Chairperson)
- b) 1x Unit Manager (Departmental)
- c) 1x Unit Manger (other Department)
- d) Representative of Labour shall be invited
- e) Secretariat
- f) Employment Equity Representative

#### 8.2.6.5 Posts (Level 6-12)

- (a) Unit Manager (Departmental)
- (b) Unit Manager (other Department)
- (c) Immediate (Supervisor)
- (d) Representative of Labour shall be invited as observers
- (e) Secretariat
- (f) Employment Equity Representative

8.2.6.6 Composition for position of CHIEF AUDIT EXECUTIVE will be dealt with in term of MFMA circular 65

- 8.3 The selection panel for a post, once constituted, must remain the same at all times. If a member of the selection panel is unable to proceed with the interviews due to circumstances beyond that member's control, such panel member may be replaced or withdrawn.
- 8.4 If the selection panel does not quorate, the panel must be reconstituted.
- 8.5 The selection panel must confirm the selection criteria for the advertised post, based on the relevant competencies required for the advertised post.
- 8.6 The selection panel must keep a written record of the interviewed candidates.
- 8.7 After considering all the relevant information, the selection panel must recommend candidates in order of preference. If the recommended candidate declines an offer of employment, the next suitable candidate, where applicable, may be considered for appointment.
- 8.8 If it is determined that the recruitment process has not attracted suitable candidates, the post may be re-advertised.
- 8.9 If the post is categorised as a critical and scarce skill post, alternative recruitment methods such as executive search, head-hunting, referrals and re-advertising may be considered only if the recruitment process has not attracted suitable candidates.
- 8.10 The recommendations of the selection panel must be determined by—
  - consensus; or

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- Where the panel fails to reach consensus, the matter shall be referred to the relevant authority for mediation or resolution.
- If the selection panel recommends an appointment to the post, it must submit its recommendation to the municipal manager or his or her delegate for approval.

## **9. Assessment Methodology**

- 9.1 The Municipality will only make use of assessment techniques which have been shown to be valid and reliable, can be applied fairly to all employees, and are not biased against any employee or group
- 9.2 All parties will uphold the strictest confidentiality in respect of any information supplied
- 9.3 The assessment process is an integrated process and the final decision shall be based on the result of the whole process.
- 9.4 The Human Resources function is responsible for insuring the integrity of the assessment process and the use and the application of assessment techniques.
- 9.5 Medical testing will only be utilised if required or permitted by the legislation or if it is justified in the light of medical facts with regard to the essential requirements of the job.

## **10. Other assessments –**

### **(a) Competency or psychometric testing**

All posts at Top and Senior Management will be subjected to a competency or psychometric test in order to ascertain the competency level of the preferred candidate to the post. The results of the exercise will be consolidated with the results of the interview session in order to recommend a suitable candidate for appointment in the post.

### **(b) Job related tests**

Job related and other similar assessments of an employee are permissible if the test or assessment being used can be applied fairly to all employees, is not biased against any employee or group and agreement should be reached between all stakeholders if and what testing to be conducted prior to applicants being interviewed, e.g. testing for driver's positions.

## 10.1 Nepotism

10.1.1 A definition of nepotism is “undue favouritism”. One can also define nepotism as the preferred option in candidate selection during the recruitment process, because the candidate is a relative or personal friend of the person making such an appointment.

### 10.1.2 Principles to be adhered to

- a) Family, friends and relatives may still apply for positions, but that the representatives on the selection panel should declare their interest and excuse themselves when family, friends and relatives are considered for appointment.
- b) A further guidance is that Council should try to avoid placing family relatives in the same Department.
- c) That the status quo remains regarding family and members who are presently employed by Council.
- d) That the spirit of the Code of Good Conduct be adhered to.

## 10.2 Reference checking

10.2.1 Only referees as provided by the applicant will be contacted, the lack of a reference shall be used to disqualify an applicant under the following circumstances

- a) Applicant has had no previous experience ;and
- b) The current employer is the only source of reference.

10.2.2 No reference checking will be conducted on an applicant before an interview is conducted, but pre-screening to validate information on the Curriculum Vitae may be conducted in relation to the essential requirements of the job.

10.2.3 The reference shall be based on the essential requirements of the job and be conducted in a structured format by Human Resources and Line management in consultation with Human Resources.

10.2.4 All rating of candidates against the identified competencies, to be done on the basis of a standardised methodology and the selection panel to be trained in such methodology.

10.2.5 The Manager: Human Resource Management shall undertake references checks prior to the appointment of a candidate, where necessary. It is worthy to note:

- a) Applicants may appoint their own referees;

- b) The candidate's previous immediate superiors should be contacted for reference purpose. It is important that (s)he identifies superiors himself/herself and is advised of the objective of the telephone conversation;
- c) Written authorization must be obtained from the applicant to contact his/her current employer. Should such permission not be granted, an offer of employment may be extended subject to satisfactory references from the previous employer's;
- d) Telephonic reference checks are most cost effective and less time consuming;
- e) Reference checks shall, if possible, go back three jobs;
- f) Written testimonials shall not be used as the sole documentation for references;

10.2.6 Information to be solicited shall relate to the nature or inherent requirements of the position applied for.

10.2.6.1 A written report on the outcome of the reference checks and personal credential verification must be compiled and considered before the appointment is concluded.

10.2.6.2 On the completing to do the reference checks, Manager Human Resource shall compile a Memorandum to the Municipal Manager/ seeking approval to appoint the recommended candidate. All the documentation shall be attached to this Memorandum. On approval by the Municipal Manager or Mayor in cases of Section 57 employees shall prepare and forward the job offer and regret letters to the unsuccessful candidates.

***ANNEXURE B: Reference Check form***

**11. Vetting**

- 11.1 Shortlisted candidates will be subjected to a personnel vetting process as and when required by Lepelle- Nkumpi Local Municipality.
- 11.2 Notice of personnel vetting will be included in the recruitment advertisement when required.
- 11.3 All qualifications of the successful candidate will be verified before the final offer of employment is made.

**12. JOB OFFERS**

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12.1 All job offer letters shall be written by the Division: Human Resource Management to be signed by the Municipal Manager. The candidate must make an acceptance of a job offer in writing, and on receipt of this correspondence, a personnel file shall be opened and all the authorized documentation relating to the candidate filed.

12.2 On assumption of duty the file must be forwarded to the HR Management Division for further processing and capturing on Venus- Pay Day System. The new employee shall be Oriented and Inducted as per the guidelines provided for in the Municipal Orientation and Induction program.

### 13. APPOINTMENTS

13.1 All permanent employees shall enter into a performance Agreement or agreement on work plan with the Municipal Manager or line managers depending on the level of position.

13.1.1 The performance agreement referred to in 10.1 must include:  
Performance objectives and targets that must be met, and the time frames within which those performance objectives and targets must be met;

13.1.2 Standards and procedures for evaluating performance and intervals for evaluation; and

13.1.3 The consequences of substandard performance.

13.2 If the appointment is temporary, a special contract will be entered into between the employer and the employee.

13.3 Fixed term temporary contract appointments will be for a maximum period of the duration of the special project whilst casual appointment shall not exceed a period of 12 months.

13.4 Appointment on contract addition to the establishment shall be motivated and submitted to the Municipal Manager.

13.5 A person appointed to support the office of a public office bearer must either be—

- seconded from a post on the municipality's approved staff establishment or another municipality's staff establishment; or
- appointed on a fixed-term contract of employment linked to the term of office of the public office bearer (NOT TERM OF COUNCIL).
- The duration of the secondment or fixed-term employment contract, may not be longer than 30 days after the public office bearer vacates office.

### 14. PROBATION

- 15.1 The appointment of a person must be effected on a minimum probationary period of three months and a maximum probationary period of 12 months.
- 15.2 The probationary period must be determined on the basis of the job requirements and the minimum period required to establish whether performance is satisfactory or not.
- 15.3 The period of probation excludes the number of days for which leave has been taken by the staff member during the period of probation or any extension thereof.
- 15.4 A staff member must be informed within the first two weeks of employment of that member's performance requirements.
- 15.5 A municipality must –
- ensure that the staff member completes the municipality's induction programme;
  - assess the staff member's performance; and
  - provide the staff member with feedback on a quarterly basis on that member's performance.
  - If a staff member's performance is not satisfactory, must be advised of any aspects that the staff member is considered to be failing to meet.
- 14.6 If the staff member's performance does not meet the required standards, the probationary period may be extended or dismissal may be considered, provided that—
- the staff member shall first be given a reasonable period of time for assessment, training, guidance or counselling.
- 14.7 Within one month after the completion of the probationary period, the municipal manager or delegate must confirm the appointment if—
- the staff member's performance during the probationary period was satisfactory; and
  - the staff member complied with all the conditions of the probationary appointment;
  - subject to the Labour Relations Act, terminate the appointment if—
    - the staff member's performance was not satisfactory during the probationary period; and
    - the staff member did not comply with all the conditions of the probationary appointment.

## 15. Promotion

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- A staff member who is appointed in accordance with this Policy to a post in a municipality that is higher in salary level or job grade than the one that he or she previously occupied in that municipality is deemed to be promoted to that post.
- A staff member who is promoted does not forfeit his or her years of service and the benefits which accrued from those years of service.

## 16. Transfer of staff

16.1 A municipality may transfer any staff member in the service of that municipality to any equivalent post in the municipality or, subject to section 197 of the Labour Relations Act, to an equivalent post in another municipality.

16.2 A staff member may only be transferred—

- if the staff member requests or consents, in writing, to the transfer; or

in the absence of consent, if the transfer is fair taking into consideration—

- the operational requirements of the affected institutions, including whether the transfer of the staff member would address such requirements;
- written representations from the staff member prior to the proposed transfer; and
- the extent to which the interests and circumstances of the staff member may be fairly accommodated.

16.3 member may not be adversely affected by a transfer under this regulation without the written consent of that staff member.

16.4 A staff member may not be demoted, promoted or transferred to a position at a level which is lower or higher than the staff member's current post level.

## 17 . Secondment of staff

17.1 A municipality may second a staff member with the relevant competencies to act in a post that is vacant in another municipality.

17.2 The municipalities must conclude a written agreement regarding the secondment that specifies—

- the municipality responsible for the costs of secondment;

- the duration of the secondment, which may not exceed a period of twelve months;
- the person to whom the seconded staff member must report;
- the place at which the seconded staff member must work; and
- the new job description of the seconded staff member.

17.3 A municipality may request national or provincial government, another municipality or any state organ as the case may be, to second a person with the relevant competencies to act in a vacant post for a specified period or until such time that a suitable candidate has been appointed.

17.4 The municipality must inform the MEC of any such secondment and the terms and conditions associated with that secondment.

## 18. EXIT INTERVIEW

All employees who leave the Municipality to take up employment with other organisations shall be subjected to an exit interview.

*ANNEXURE C: Exit interview Questionnaire*

## 19. REVIEW, MONITORING AND AMENDMENTS OF THE POLICY

The policy will be reviewed and amended on annual basis or when necessary


*The terms of this policy shall take effect on the date of approval by the Council  
Lepelle - Nkumpi Municipality*

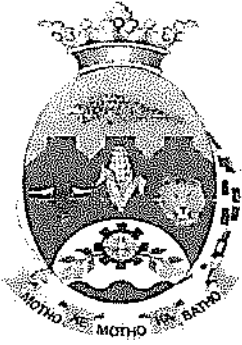
Approved by Council:

  
JOYCE NKOBELA  
SPEAKER

Date: 03/06/2022

RESOLUTION NUMBER: 6.1.6.05/2021/2022 - 2022/2023

  
Acting Municipal Manager  
KG MANKGA



# LEPELLE-NKUMPI LOCAL MUNICIPALITY

**Postal Address**  
Private Bag X07  
CHUENESPOORT  
0745

[www.lepelle-nkumpi.gov.za](http://www.lepelle-nkumpi.gov.za)

**Physical Address**  
170 BA Civic Centre  
LEBOWAKGOMO, 0737  
Tel : (+27)15 633 4500  
Fax : (+27)15 633 6896

## APPLICATION FORM FOR EMPLOYMENT FOR STAFF

### TERMS AND CONDITION

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised position.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipalities with the recruitment, selection, and appointment of staff in terms of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000).

### A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for	
Reference number (if any)	
Name of Municipality	
Notice service period	
<b>B. PERSONAL DETAILS</b>	
Surname	
First Names	
ID or Passport Number	

Race	African Coloured Indian White		
Gender	Female Male		
Do you have disability?	Yes No		
If yes elaborate			
Are you a South African citizen?	Yes No		
If no, what is your Nationality			
Work Permit number (if any)			
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes provide information below			
Political Party:	Position:	Expiry date:	
Do you hold a professional membership with any professional body? If yes, provide information below			
Professional Body:	Membership Number:	Expiry date:	

<b>C. CONTACT DETAILS</b>			
Preferred language for correspondence			
Telephone number during office hours			
Preferred method for correspondence (Mark with X)	Post	E-mail	Fax
Correspondence contact details (in terms of above)			

<b>D. QUALIFICATIONS (Additional information may be provided on your CV)</b>		
Name of school / Technical College	Highest Qualification Obtained	Year Obtained

<b>E. WORK EXPERIENCE (Additional information may be provided on your CV)</b>				
Employer(starting with the most recent)	Position	From	To	Reason for leaving

If you were previously employed in Local Government indicate whether any condition exists that prevents your re-employment:		Yes	No
If yes, provide the name of the previous employing municipality			

<b>F. DISCIPLINARY RECORDS</b>		
Have you been dismissed for misconduct on or before 05 July 2011?	Yes	No
If yes, Name of Municipality / Institution		
Type of a Misconduct / Transgression		
Date of Resignation / Disciplinary case finalised		
Award / Sanction		
Did you resign from your job on or before 05 July 2011 pending finalization of the disciplinary proceedings, If yes, provide details on a separate sheet		

<b>G. CRIMINAL RECORD</b>		
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide details on a separate sheet		
If yes, type of criminal act		
Date criminal case finalized		
Outcome / Judgment		

<b>H. REFERENCE</b>				
Name of Referee	Relationship	Tel(Office hours)	Cell Number	Email

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<b>I. DECLARATION</b>	
I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed	
Signature:	Date:

### REFERENCE FORM

POST FOR WHICH APPLICATION WAS MADE: _____ _____
NAME OF CANDIDATE: _____ _____
REFEREE: _____ _____
1. Nature of duties of post in respect of which referent is reporting: _____ _____ _____ _____
2. His/her competency and quality of work performed as well as sense of responsibility: _____ _____ _____ _____
3. His/her disposition and loyalty to present employer: _____ _____
4. His/her attitude and general behavior toward co-employee, subordinates and superiors: _____ _____

*AUJ*



5. His/ her personality:

6. Other relevant information:

7. Recommendation of the referent:

SIGNATURE OF MANAGER/  
PERSON WHO MADE ENQUIRY

DATE

# LEPELLE-NKUMPI MUNICIPALITY

## SERVICE TERMINATION INTERVIEW

DEPARTMENT \_\_\_\_\_ :

POST \_\_\_\_\_

DESCRIPTION \_\_\_\_\_ :

### 1. GENERAL

Assure the staff member that the discussion is confidential and that the object is not to prejudice persons or the department.

### 2. QUESTIONS

2.1 Supply an overview of the activities in your department?

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2.2 Are you happy in your employment?

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2.3 Which duties in your employment do you enjoy and why?

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2.4 Which duties are difficult and why?

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2.5 What frustrates you in your employment and why?

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2.6 Do you receive a reasonable salary for the work you perform?

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2.7 With which requirements should the incumbent of the post comply in your view?

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2.8 Was it necessary to work overtime?

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2.9 What is your relationship with your superiors and / or inferiors within the department?

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2.10 What is your departmental manager's relationship with you and other staff members in the department?

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2.11 How do you think your departmental head should treat you and others?

---

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2.12 Did you experience any difficulty in relation to equipment and office space?

---

---

2.13 What is your general impression of the council as employer?

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2.14 Why are you leaving?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.16 Is there any other information to which you wish to draw my attention?

\_\_\_\_\_

\_\_\_\_\_

**3. PERSONAL MATTERS**

3.1 Discuss the payment of pension contributions and other monies due with the staff member.

3.2 Remind the staff member that we require a forwarding address.

3.3 Thank the staff member for the services he / she rendered.

.....  
**SIGNATURE: EMPLOYEE**

.....  
**DATE**